



# POORNIMA UNIVERSITY



(Estd. by Rajasthan State Legislature vide Act No. 16/2012 & Recognized under Section 22 (1) of UGC Act 1956)

## HOSTELLER LEAVE APPLICATION FORM

(Office Copy)

S.No. \_\_\_\_\_ (A)

Hosteller's Name \_\_\_\_\_ Room. No. \_\_\_\_\_

Name of Hostel \_\_\_\_\_ Reg. No. \_\_\_\_\_

School \_\_\_\_\_ Branch \_\_\_\_\_ Year \_\_\_\_\_

To  
The Warden  
Poornima University, Jaipur

Sir/Madam.

1. The undersigned desire to Proceed on leave from (Time) \_\_\_\_\_ Date \_\_\_\_\_  
To (Time) \_\_\_\_\_ Date \_\_\_\_\_

Reason \_\_\_\_\_

2. I request you to sanction my leave for the above period. My Address during the leave is as mention below \_\_\_\_\_ Tel/Mobile \_\_\_\_\_

3. I assure you that I shall return to the Hostel by the above mentioned time

(Sign. of Student with date) (Leave Sanctioned/ Not Sanctioned) (Sign. of Warden with date)

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### INTIMATION ON HOSTEL GATE BY HOSTELLER COMING BACK AFTER LEAVE

S.No. \_\_\_\_\_ (B)

I \_\_\_\_\_ Was on leave from (Time) \_\_\_\_\_ Date \_\_\_\_\_  
To (Time) \_\_\_\_\_ Date \_\_\_\_\_

Reason \_\_\_\_\_

Now I want to Rejoin Hostel (Name) \_\_\_\_\_ at (Time) \_\_\_\_\_ on Date \_\_\_\_\_

(Sign of Student with date)

(Sign. of Parent / Local Guardian with date)

(Sign. of Warden / Chief Warden with date)



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**S2**

**OUT PASS HOSTELLER**

**OFFICE COPY**

Out Pass No. \_\_\_\_\_ Date \_\_\_\_\_

Name of Hostel \_\_\_\_\_

Mr. / Miss \_\_\_\_\_

Course \_\_\_\_\_

Yr/Branch \_\_\_\_\_

Room.No \_\_\_\_\_

Allowed to go outside the hostel due to

\_\_\_\_\_  
\_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

His/her mobile No is \_\_\_\_\_

Sign of Student

Sign. of Warden



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**S2**

**OUT PASS HOSTELLER**

**GATE COPY**

Out Pass No. \_\_\_\_\_ Date \_\_\_\_\_

Name of Hostel \_\_\_\_\_

Mr. / Miss \_\_\_\_\_

Course \_\_\_\_\_

Yr/Branch \_\_\_\_\_

Room.No \_\_\_\_\_

Allowed to go outside the hostel due to

\_\_\_\_\_  
\_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

His/her mobile No is \_\_\_\_\_

Sign of Student

Sign. of Warden



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**S2**

**OUT PASS HOSTELLER**

**STUDENT COPY**

Out Pass No. \_\_\_\_\_ Date \_\_\_\_\_

Name of Hostel \_\_\_\_\_

Mr. / Miss \_\_\_\_\_

Course \_\_\_\_\_

Yr/Branch \_\_\_\_\_

Room.No \_\_\_\_\_

Allowed to go outside the hostel due to

\_\_\_\_\_  
\_\_\_\_\_

From \_\_\_\_\_

To \_\_\_\_\_

His/her mobile No is \_\_\_\_\_

Sign of Student

Sign. of Warden